

## **CHIP 5% Instructions**

- **Client is not offered any insurance at work**
  - Enter 'N' or 'M' on ETRC in the OTH INS field
- **Client has insurance already**
  - Enter 'Y' in the OTH INS field
  - If known, still post the amount to EXPE
- **Client is offered insurance**
  1. On ETRC enter 'A' in the OTH INS field
  2. Post other information as you normally would (income, etc.)
  3. On EXPE enter the cost per child
    - Use the 'EC' code
    - Enter an amount for each child
  4. After the HOSU screens CHEC will appear
    - Follow the directions there
    - Only 2 children will show at once
    - CHEC will change the ETRC codes
  5. Approve or deny the case
- **Client is offered insurance after the certification month**
  1. On ETRC
    - Use the initial insurance month
    - Enter "A" code in OTH INS field
    - (Cannot change issued months)
  2. Next to EXPE and enter the cost per child
    - Use the 'EC' code
    - Enter an amount for each child
  3. After the HOSU screens CHEC will appear
    - Follow the directions there
    - Only 2 children will show at once
    - CHEC will change the ETRC codes
  4. If client chooses not to enroll in other ins
    - On ETRC change 'F' code to 'I'
    - PACMIS requires next review